



JAMES GILLESPIE'S HIGH SCHOOL

HEAD TEACHER/CEANNARD: Donald J Macdonald MBA, BSc, SQH

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Dear Parent/Guardian/,

I am delighted to welcome everyone back to school after what I hope was a relaxing and enjoyable summer vacation. I would, in particular, like to extend a very warm welcome to those who are new to James Gillespie's. I sincerely hope that pupils who sat national examinations in May/June managed to achieve the results they wished for.

Enclosed in this pack there are documents which give information relating to the organisation of the school. A checklist indicating what is enclosed by year group is shown on the reverse of this letter.

Expectations of pupils. All pupils should arrive in school on time, appropriately dressed and prepared for classes. All should carry an appropriately sized and stocked schoolbag - large enough for an A4 folder. All pupils should have a well stocked pencil case. Teaching staff will advise pupils on when/if other specialist equipment is required. (E.g. calculator, PE kit, etc). All pupils should aim to have 100% attendance and no lates. In instances where pupils' wellbeing, performance, attendance or punctuality is causing a concern parents will be contacted so that such concerns can be addressed.

Please note that the **school dress code** will be reviewed during this session. Any changes that are made, following consultation, will come into effect from August 2014.

Annual Data Check – this document shows the details that we have on record for your child(ren). Please check this document carefully and tell us about any changes by writing on the form. All forms, regardless of whether there are changes or not, should be signed by a parent/guardian and returned to school by your child and passed to his/her registration teacher. **Please ensure that an email address is included.** Email and the school website will be the main means of communicating with parents in session 12/13. Parents who do not have access to email/internet should let us know so that 'hard copies' are made available. (Pupils or parents will be invited to collect these from the school office).

School calendar – please note the details of your child's 'parent consultation evening'. This is your opportunity to meet with all of your child's teachers. **All parents are expected to attend.**

We hope that you find the information on our website useful and would welcome views on how we can improve it.

In conclusion, the year ahead will, as always, be a very exciting and busy one. The building of our new school is scheduled to start in the summer of 2013 and due to be completed in the latter stages of 2015. During the weeks ahead, it is essential that we continue to work together to ensure that every child experiences the first class education that they deserve.

Yours sincerely,
Donald J Macdonald (Headteacher)